

ARIZONA
Department of Emergency and Military Affairs

POLICY LETTER NO. 10.01

POLICY LETTER

DATE 1 AUG 01


OPR DEMA/JP-P

SUBJECT: Policy Letters

**REGULAR POLICY LETTER DISTRIBUTION
(POLICY LETTER 10.01)**

1. Numbered policy letters are the vehicle by which Department policies are disseminated. Policy letters cover a broad range of subjects, each one indicating TAG emphasis on a particular policy issue. Policy letters generally apply to all elements of the Department of Emergency & Military Affairs, but occasionally address issues unique to a specific activity within DEMA.
2. The Administrative Services Office is responsible for the publication of DEMA policy letters. The Office of Primary Responsibility (OPR) will draft a proposed policy letter and staff it through interested parties and present it in final draft form to the Administrative Services Office who will review it for consistency with other policies, prepare the official letter and submit it to TAG for signature.
3. As a policy letter is published, it will be distributed as indicated in paragraph 4. It is the responsibility of all recipients of policy letters to insure appropriate dissemination to all subordinate activities. The Administrative Services Office will maintain the official set of policy letters for the Department.
4. Distribution for all policy letters will be as follows:

The Adjutant General	Commandant, Project Challenge
Assistant Adjutant General, Air	Commander, 98TC
Assistant Adjutant General, Army	Commander, 107 ACS
Director, Division of Emergency Management	Commander, 153 FA Bde
Director, Joint Programs Division	Commander, 161 ARW
Chief of Staff, AZ ARNG	Commander, 162 FW
Chief of Staff, AZ ANG	Commander, 385 th Avn Regt
Executive Officer, ANG	Commander, Camp Navajo
Senior Army Advisor	Commander, WAATS
Inspector General	JCNTF
Chief Auditor	DCSAVS
Staff Judge Advocate	DCSIM
State Public Affairs Office	DCSLOG
US Property and Fiscal Officer	DCSOPS
State Purchasing Office	DCSPER
Facilities Management Office	Opns. Mgr., AZ Emer Resp Comm.
Human Resources Office (federal)	Opns. Mgr., PT & E, ADEM
State Human Resources Office	Opns. Mgr., Res. Mgt., ADEM
Administrative Services Officer (official copy holder)	Opns. Mgr., Resp/Rec & Mit., ADEM


DAVID P. RATA CZAK
Major General, AZ ARNG
The Adjutant General